

RENTAL APPLICATION INSTRUCTIONS

***Do Not send security deposit or any other move-in funds until application has been approved.**

***Incomplete Rental Applications will NOT be Processed.**

1. Please provide Prospective Tenant with the application that is posted under documents in the MLS.
2. Each applicant age 18+ must complete an application for occupancy approval and background check.
[Credit check negotiable for applicants age 18+ if individual is residing with a parent or family member and will not be the primary leaseholder.]
3. Applicants are required to attach the following:
 - *One month of pay stubs or tax return from most recent year.
 - *Copy of driver's license or state issued photo id.
 - *Copy of payment method for rental application fee if cashier's check / money order.
 - *Any additional items to be taken into consideration please write/ type on a separate piece of paper.
[For example: credit report issues, pet references, relocation coordination, move-in timeframes, etc.]
4. Bowen Agency Realtors will:
 - *Approve/Deny application & compose lease agreement
 - *Accept security deposit(s)/move-in funds, and provide Tenant with keys.
5. Agents that Represent Tenant(s) may: *Show rental listing
 - *Provide an application to Prospective Tenant
 - *Check credit of prospective Tenant.
 - *Scan and email / mail completed application to Bowen Agency Realtors in 1 PDF file.
[multiple files may not be accepted depending on format and ease of download]
 - *Collect \$15 from each Prospective Tenant (age 18+) and provide Bowen Agency the application fee
6. Completed Applications and fees made payable and submitted to:

Bowen Agency Realtors

Attn: Kim & Abrana

1372 North Susquehanna Trail, Suite 110 Selinsgrove, PA 17870

Office Phone: (570) 743-2165

***If emailing, please email Cc: kim@bowenagency.com and abrana@bowenagency.com**

*Scan and email / mail completed application to Bowen Agency Realtors in 1 PDF file.

[multiple files may not be accepted depending on format and ease of download]

CONSUMER NOTICE FOR TENANTS
THIS IS NOT A CONTRACT

RA

(Not to be used when licensee is subagent for the landlord, agent for the tenant or transaction licensee. In these situations the full Consumer Notice must be used.)

1 (Licensee) _____ hereby states that with respect to this property (describe property)
2 _____, I am acting in the following capacity: (check one)
3 [] (i) Owner/Landlord of the Property;
4 [] (ii) A direct employee of the Owner/Landlord; OR
5 [] (iii) An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement.

6 I acknowledge that I have received this Notice:
7 Date: _____
8 _____ Print (Consumer) _____ Print (Consumer)
8 _____ Signed (Consumer) _____ Signed (Consumer)
10 _____ Address (Optional) _____ Address (Optional)
12 _____ Phone Number (Optional) _____ Phone Number (Optional)

15 I certify that I have provided this Notice: _____
16 (Licensee) _____ Date _____

RENTAL APPLICATION

This form recommended and approved for, but not restricted to use by, the members of the Pennsylvania Association of REALTORS® (PAR).

Provide at least two years of history in Sections 1 & 2. Fill out all sections completely.
Attach additional sheets if more space is needed. Please type or print all information clearly.

PROPERTY INFORMATION

21 Address _____
22 Utilities Paid by Landlord: _____
23 Utilities Paid by Tenant: _____
24 Move-in Date: _____ Term: _____ Monthly Rent: \$ _____ Application Fee: \$15.00
25 Deposits _____ \$ _____ Other: _____ \$ _____
26 [] See Advance Payment Addendum for additional information

28 1. APPLICANT INFORMATION (Attach Photo ID)
29 APPLICANT 1 [] Check here if additional information is attached
30 Full Name _____
31 Is Applicant at least 18 years old? [] Yes [] No
32 Social Security Number _____
33 Driver's License No./State _____
34 Home Phone _____ Work Phone _____
35 Present Address & ZIP _____
36 _____ [] Own [] Rent
37 From: _____ To: _____ Rent/Mortgage \$ _____ /mo.
38 Landlord/Mortgage Co. Name & Phone _____
39 _____
40 Previous Address & ZIP _____
41 _____ [] Own [] Rent
42 From: _____ To: _____ Rent/Mortgage \$ _____ /mo.
43 Landlord/Mortgage Co. Name & Phone _____
44 _____
45 In case of emergency, contact _____
46 Relationship _____ Phone(s) _____

APPLICANT INFORMATION (Attach Photo ID)
APPLICANT 2 [] Check here if additional information is attached
Full Name _____
Is Applicant at least 18 years old? [] Yes [] No
Social Security Number _____
Driver's License No./State _____
Home Phone _____ Work Phone _____
Present Address & ZIP _____
_____ [] Own [] Rent
From: _____ To: _____ Rent/Mortgage \$ _____ /mo.
Landlord/Mortgage Co. Name & Phone _____
Previous Address & ZIP _____
_____ [] Own [] Rent
From: _____ To: _____ Rent/Mortgage \$ _____ /mo.
Landlord/Mortgage Co. Name & Phone _____
In case of emergency, contact _____
Relationship _____ Phone(s) _____

47 Email _____ RA Page 1 of 4 Email _____



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48 **2. EMPLOYMENT INFORMATION**

49 **APPLICANT 1** Check here if additional information is attached

50 Employer _____

51 City/State _____

52 Phone _____ Supervisor _____

53 Position _____

54 Gross Income: \$ _____ /mo. **OR**

55 \$ _____ /hr., for _____ hrs. per week (on average)

56 Employed From _____ To _____

57 **PROOF OF INCOME ATTACHED**

58 Previous Employer _____

59 City/State _____

60 Phone _____ Supervisor _____

61 Position _____

62 Gross Income: \$ _____ /mo. **OR**

63 \$ _____ /hr., for _____ hrs. per week (on average)

64 Employed From _____ To _____

EMPLOYMENT INFORMATION

APPLICANT 2 Check here if additional information is attached

Employer _____

City/State _____

Phone _____ Supervisor _____

Position _____

Gross Income: \$ _____ /mo. **OR**

\$ _____ /hr., for _____ hrs. per week (on average)

Employed From _____ To _____

PROOF OF INCOME ATTACHED

Previous Employer _____

City/State _____

Phone _____ Supervisor _____

Position _____

Gross Income: \$ _____ /mo. **OR**

\$ _____ /hr., for _____ hrs. per week (on average)

Employed From _____ To _____

65 **3. OTHER INCOME** Alimony, child support, or separate maintenance income need not be revealed if Applicant does not wish
66 to have it considered as a basis for paying this obligation.

67 Check here if additional information is attached

Applicant	Source	Monthly Amount

72 **4. BANK ACCOUNT INFORMATION**

Check here if additional information is attached

Applicant	Bank/Credit Union	Address/Branch	Account Number	Account Type	Balance

77 **5. LIABILITIES/MONTHLY PAYMENTS**

Check here if additional information is attached

Applicant	Lender/Creditor	Loan Number	Loan Type	Balance Due	Monthly Payment

82 **6. VEHICLE INFORMATION**

Check here if additional information is attached

Applicant	Make/Model	Year	Color	License Number/State

87 **7. OTHER OCCUPANTS (FULL NAME)**

Check here if additional information is attached

88 _____ 18 or older _____ 18 or older
89 _____ 18 or older _____ 18 or older

90 **8. PETS**

Check here if additional information is attached

91 Does any Applicant or Occupant own any pets? Yes No If yes, list and describe: (type, name, breed, age, weight, gender, etc):

92 _____
93 _____
94 _____
95 _____

97 **9. OTHER INFORMATION**

Check here if additional information is attached

98 **Applicant 1 Applicant 2**

- 99 Yes No Yes No Have you ever declared bankruptcy or suffered foreclosure? If yes, list any payments: \$ _____
- 100 Yes No Yes No Have you been evicted or sued for unpaid rent or damages to leased property?
- 101 Yes No Yes No Have you ever refused to pay rent for any reason?
- 102 Yes No Yes No Have you ever been convicted of a felony or misdemeanor?
- 103 Yes No Yes No Have you at any time on or since January 1, 1998 been obligated to pay support under an order on record in any Pennsylvania county? If yes, list the County and the Domestic Relations File or Docket Number: _____
- 104 _____
- 105 _____
- 106 Amount \$ _____ Are you delinquent? _____

107 If you answered "yes" to any of the above questions, please explain: _____
108 _____
109 _____
110 _____
111 _____
112 _____

113 **10. CONDITION OF PROPERTY**

114 The Property will be leased in the same condition as it is shown unless otherwise agreed to in writing in paragraph 11 below
115 or in an attached addendum.

116 **11. SPECIAL PROVISIONS**

117 _____
118 _____
119 _____
120 _____
121 _____
122 _____

123 **12. AUTHORIZATION.** Applicants authorize Landlord or Broker to obtain any information deemed necessary to evaluate this
124 Application. This information may include, but is not limited to, credit reports, criminal history, judgments of record, rental
125 history, verification of employment and salary, employment history, vehicle records, and licensing records. Broker may report
126 to Landlord any information obtained by Broker for evaluation of the Application. Applicants acknowledge that all informa-
127 tion in the Application is true and correct. Applicants acknowledge that if they present false or incomplete information
128 Landlord may reject this Application. Applicants understand that giving false or incomplete information may result in forfei-
129 ture of any payments made in connection with this Rental Application.

130 **I HAVE READ AND AGREE TO THE PROVISIONS AS STATED.**

131 **APPLICANT** _____ **DATE** _____

132 **APPLICANT** _____ **DATE** _____

133 **LANDLORD/BROKER (Company Name)** _____

134 **OFFICE ADDRESS** _____

135 **PHONE(S)** _____ **FAX** _____ **E-MAIL** _____

136 **AGENT/RECEIVED BY** _____ **DATE** _____

<p>137 FOR OFFICE USE ONLY</p> <p>138 Landlord: _____</p> <p>139 Employment: _____</p> <p>140 Credit Report: _____</p> <p>141 ID Verification: _____</p> <p>142 Misc: _____</p> <p>143 _____</p>	<p><input type="checkbox"/> ACCEPTED</p> <p><input type="checkbox"/> REJECTED</p> <p>BY: _____</p> <p>DATE: _____</p>
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NOTICES AND INFORMATION

CIVIL RIGHTS ACTS NOTICE

Federal and state laws make it illegal for a landlord, broker, or anyone to use RACE, COLOR, RELIGION or RELIGIOUS CREED, SEX, DISABILITY (physical or mental), FAMILIAL STATUS (children under 18 years of age), AGE (40 or older), NATIONAL ORIGIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMALS, or the FACT OF RELATIONSHIP OR ASSOCIATION TO AN INDIVIDUAL KNOWN TO HAVE A DISABILITY as reasons for refusing to sell, show, or rent properties, loan money, or set deposit amounts, or as reasons for any decision relating to the sale or lease of property. It is also an unlawful discriminatory practice to evict or attempt to evict an occupant of a housing accommodation before the end of the term of the lease because of the pregnancy or birth of a child.

FAIR CREDIT REPORTING ACT NOTICE

15 U.S.C. §1681 et.seq.

If the Landlord or Broker denies your application based in whole or in part on any information contained in the consumer report authorized by paragraph 12 of this Application, the Landlord or Broker must provide you with oral, written or electronic notice of the denial, and must provide to you: (1) the name, address, and telephone number of the consumer reporting agency (including a toll-free telephone number established by the agency if the agency compiles and maintains files on consumers on a nationwide basis) that furnished the report, (2) a statement that the consumer reporting agency did not make the decision to deny the application and is unable to provide you with the specific reasons why your application was denied, (3) information about how to obtain a free copy of your consumer report from the consumer reporting agency, and (4) information about how to dispute the accuracy or completeness of any information in a consumer report furnished by the agency. If the Landlord or Broker denies your application because of information from a person other than a credit reporting agency (for example, an employer or prior landlord), the Landlord or Broker must provide you with notice about your right to make a written request to discover the nature of that information.